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20 June 1968

MEMORANDUM FOR: Director of Research and Development

SUBJECT: Recommendation for Promotion:

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25X1A9a 1. It is strongly recommended that [redacted] be promoted from GS-4, step 1, clerk-stenographer, to GS-5, secretary-stenographer. She is currently assigned to a GS-6, secretary-stenographer, slot in this division.

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2. [redacted] entered on duty with the Agency on 26 June 1967 immediately after graduation from high school. She was assigned on a "floating secretary" basis to the Radio Physics Division on 7 August 1968. Because of the heavy workload in this division, [redacted] has remained in RP as a full-time member of the three-girl secretarial staff. In June 1968 [redacted] the second secretary in Radio Physics, resigned; and [redacted] was assigned to her slot, a GS-6 position.

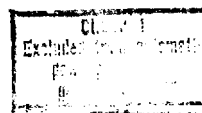
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3. In the ten months that [redacted] has been in this division, she has proven herself to be an extremely competent and reliable worker. Although she has no previous secretarial experience, she took a minimum amount of time to become a productive member of the secretarial staff. She has demonstrated an interest in the smooth operation of the office and frequently does more than is required of her. Her stenographic skills and judgment are above average for her age and experience; in addition, she is willing to learn and accepts instructions gracefully. She is conscientious, punctual, cheerful, and a definite asset to the office. Since the RP/ORD secretarial staff has been decreased by one with the departure of [redacted] the workload on the two remaining secretaries has increased proportionally.

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SUBJECT: Recommendation for Promotion: [REDACTED]

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[REDACTED] gives every indication of being both willing and able to accept the increased responsibility and work which this change will involve.

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[REDACTED]  
C/RP/ORD/DD/S&T

RECOMMEND APPROVAL:

15/  
Chairman, Special Panel, CSP

7/9/68  
Date

APPROVAL:

15/  
Director of Research and Development

7/17/68  
Date

Distribution:

- Orig. & 1 - Addressee
- 1 - Special Panel, CSP
- 1 - C/RP